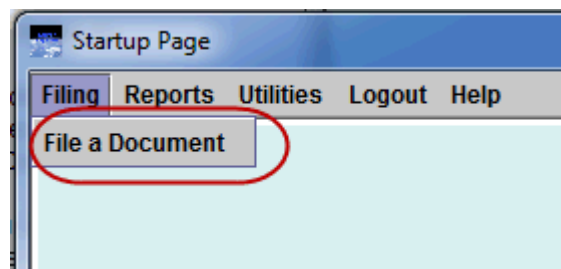


Fifth Circuit U.S. Court of Appeals How to File a Form for Appearance of Counsel

Begin by completing the PDF fillable Appearance Form located in the Attorney Forms on the website and saving the completed form on your personal computer. Here is a link to the form: <http://www.ca5.uscourts.gov/docs/default-source/forms/formforappearanceofcounsel.pdf>

After you have saved the form, and logged in to the CM/ECF Document Filing System, follow these instructions to e-file the document:

1. Single click **Filing** from the menu bar.
2. Single click **File a Document** from the drop-down menu.

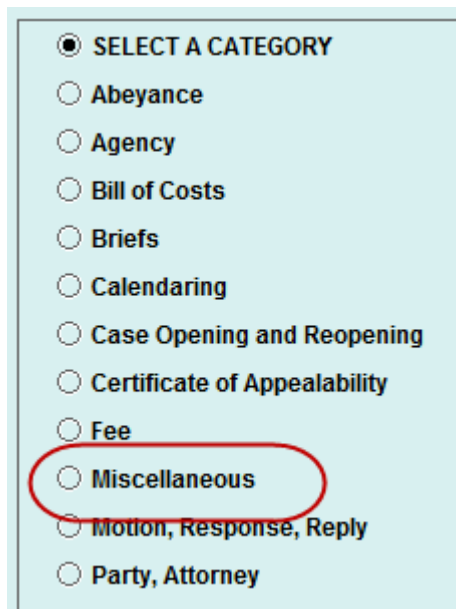


3. Click to place your cursor in the **Case:** text box.

A screenshot of the 'File a Document' form in the CM/ECF Appellate system. The form has a header bar with 'Docketing SELECT THE TYPE OF DOCUMENT YOU ARE FILING' and a menu bar with 'Docketing', 'Reports', 'Utilities', 'Logout', and 'Help'. The case name 'Case 60-23232 Lyondell Chemical Co, et al v. Albemarle Corp, et al' is displayed. The title 'File a Document' is centered. The 'Case:' text box contains '60-23232' and is circled in red. To its right is the instruction 'Enter case number as yy-nnnn (e.g., 05-2475)'. Below the case number is the 'Filed Date: 10/05/2009'. On the left, under 'SELECT A CATEGORY', are radio buttons for 'Bill of Costs', 'Briefs', 'Calendaring', 'Case Opening and Reopening', 'Certificate of Appealability', 'Fee', and 'Miscellaneous'. On the right, under 'Select One', is a radio button for 'SELECT THE TYPE OF DOCUMENT YOU ARE FILING'. A vertical label 'CM/ECF Appellate' is on the left side of the form.

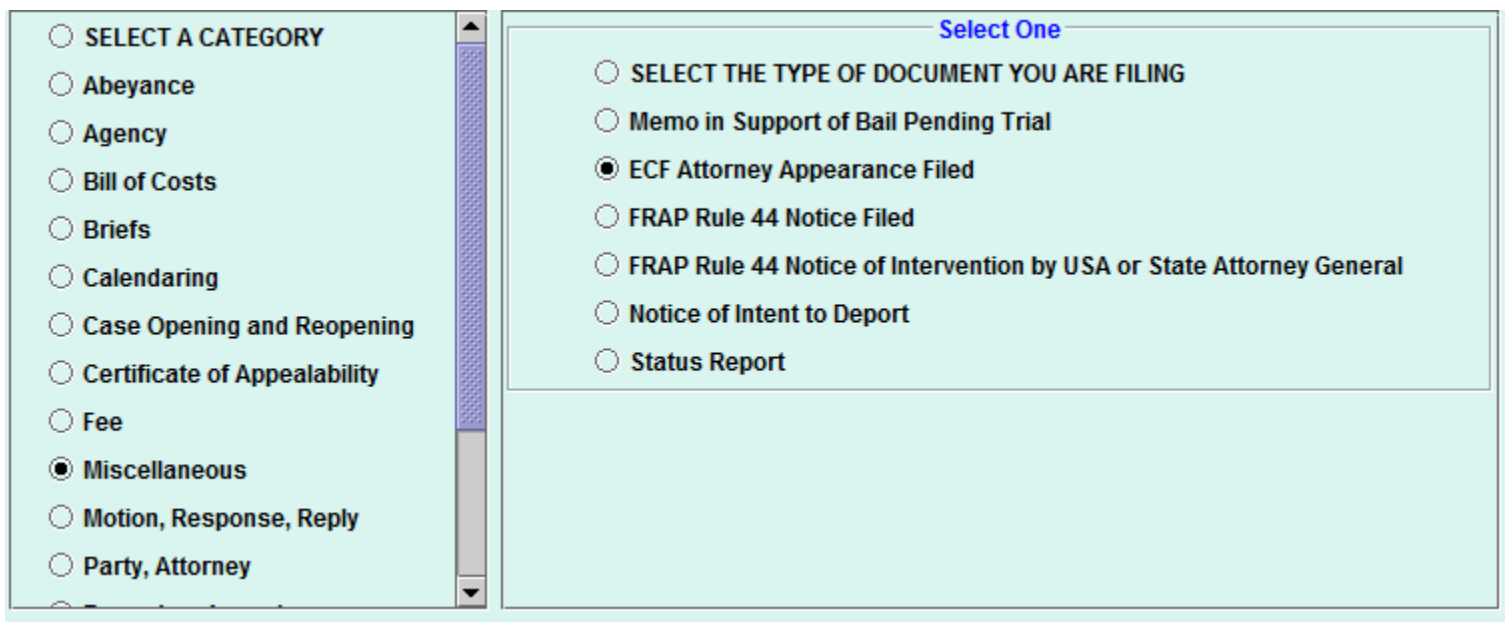
4. Enter your case number (ex. 15-10084 or 15-2).

5. Single click a radio button to the left of **Miscellaneous**. When a choice is made, the available miscellaneous events display on the right.



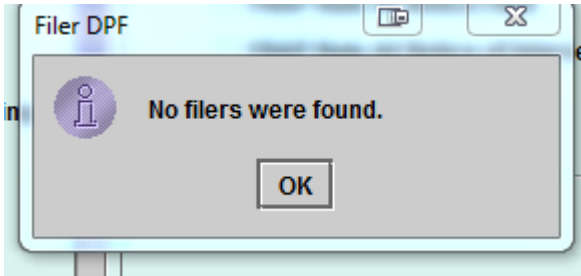
A screenshot of a light blue rectangular box containing a list of radio buttons. The first option is "SELECT A CATEGORY" with a selected radio button. Below it are several other options: "Abeyance", "Agency", "Bill of Costs", "Briefs", "Calendaring", "Case Opening and Reopening", "Certificate of Appealability", "Fee", "Miscellaneous", "Motion, Response, Reply", and "Party, Attorney". The "Miscellaneous" option is circled in red, indicating it is the selected choice.

6. Single click a radio button to the left **ECF Attorney Appearance Filed**.



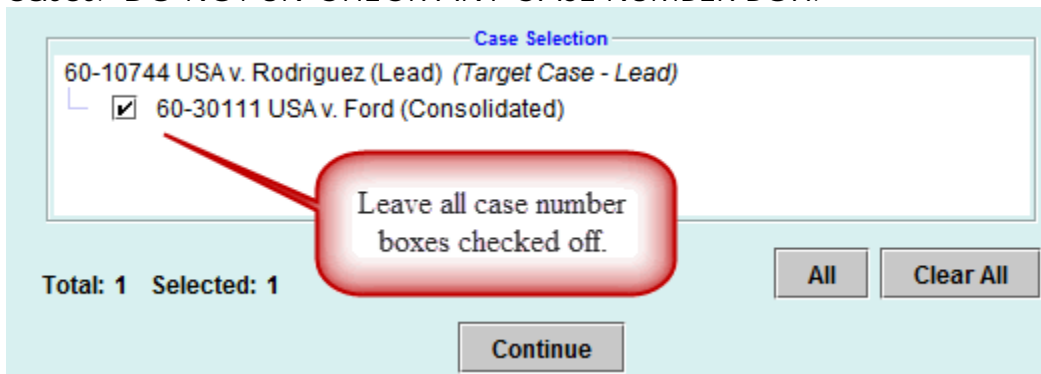
A screenshot of a two-pane interface. The left pane is a light blue box with a list of radio buttons under the heading "SELECT A CATEGORY". The options are: "Abeyance", "Agency", "Bill of Costs", "Briefs", "Calendaring", "Case Opening and Reopening", "Certificate of Appealability", "Fee", "Miscellaneous", "Motion, Response, Reply", and "Party, Attorney". The "Miscellaneous" option is selected with a filled radio button. The right pane is a larger light blue box with a heading "Select One" in blue text. Below the heading is a list of radio buttons: "SELECT THE TYPE OF DOCUMENT YOU ARE FILING", "Memo in Support of Bail Pending Trial", "ECF Attorney Appearance Filed", "FRAP Rule 44 Notice Filed", "FRAP Rule 44 Notice of Intervention by USA or State Attorney General", "Notice of Intent to Deport", and "Status Report". The "ECF Attorney Appearance Filed" option is selected with a filled radio button.

You may get a notice, indicating "No filers were found." If so, simply, click OK. Filing this form will add you to the case as a "Filer" once the Clerk's Office processes the form.



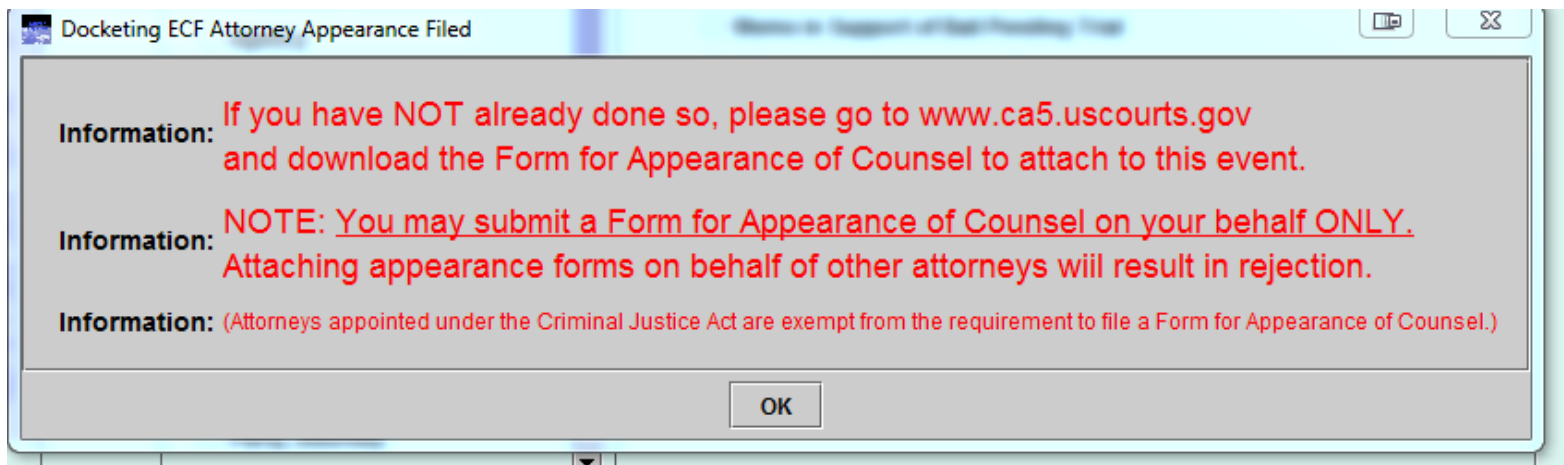
7. If your case is associated with another case (e.g., consolidated, cross-appeal, additional), the other case will display in the **Case Selection** box and will default as checked so that the entry you are docketing will be applied to both cases (or all cases if multiple are listed).

All events should be docketed into the lead case and applied to all other cases. DO NOT UN-CHECK ANY CASE NUMBER BOX.



8. Click **Continue** to proceed to the next screen.

9. Single click **OK** after reading the Information Screen.



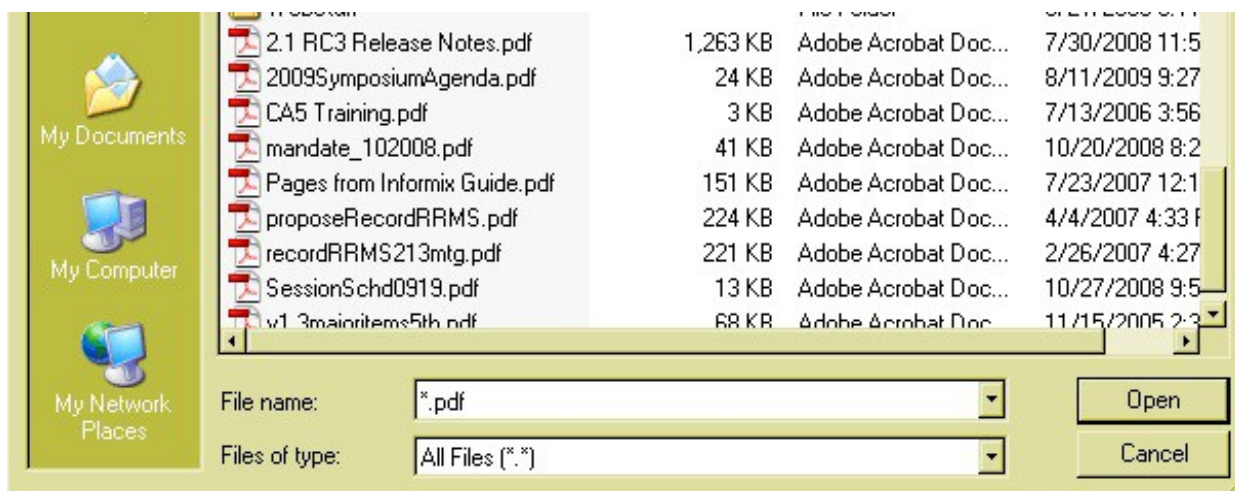
10. Upload your document.

- a. Click **Browse** to locate the document (single click to select the file and click **Open**).

PDF Document

Document: G:\CM-ECF\dkt-5a.pdf Browse... View Description: Form for Appearance

Add Another



- b. Enter a description for your document using the format of the example above. **A description is mandatory.**

11. Select the Name of the Attorney Filing Appearance Form. If earlier you got the warning box indicating, "No Filers are Found," you will not see this selection box.

Attorney Filer

Select Name of Attorney Filing Appearance Form below.

	Filer	Type	Case Number	Short Title	
<input type="checkbox"/>	Testseven, Peter	Appellant	60-30579	Terry Bagneris v. B...	▲
					▼

12. Use the drop down menu to select Yes or No in response to "Are you Lead Counsel?"

Additional Information

Are you Lead Counsel?

13. Add the Service Date. Right Click in the box to bring up a calendar and select today's date. Please note, the parties are only served with a notice that you are filing a Form For Appearance of Counsel - they do not have access to view your uploaded document. The Form for Appearance will be "locked" on the docket sheet and is only used by the court, parties do not have access to the form.

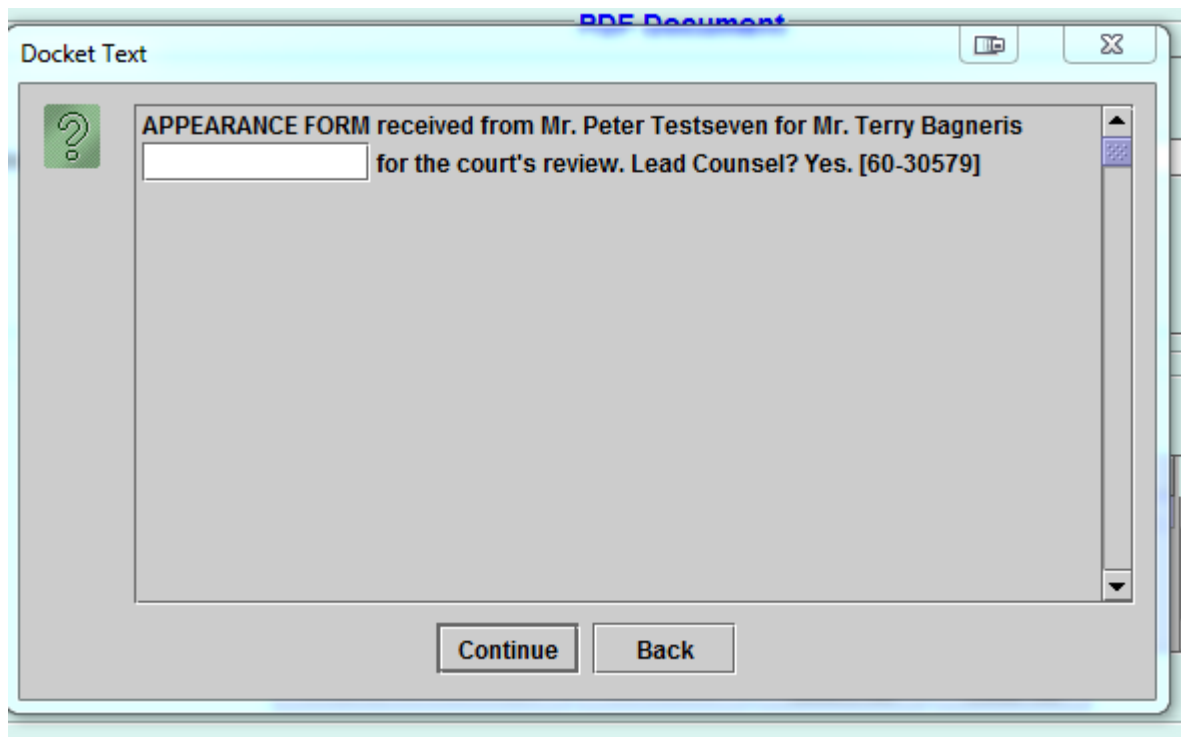
Service

Service Date:

Service

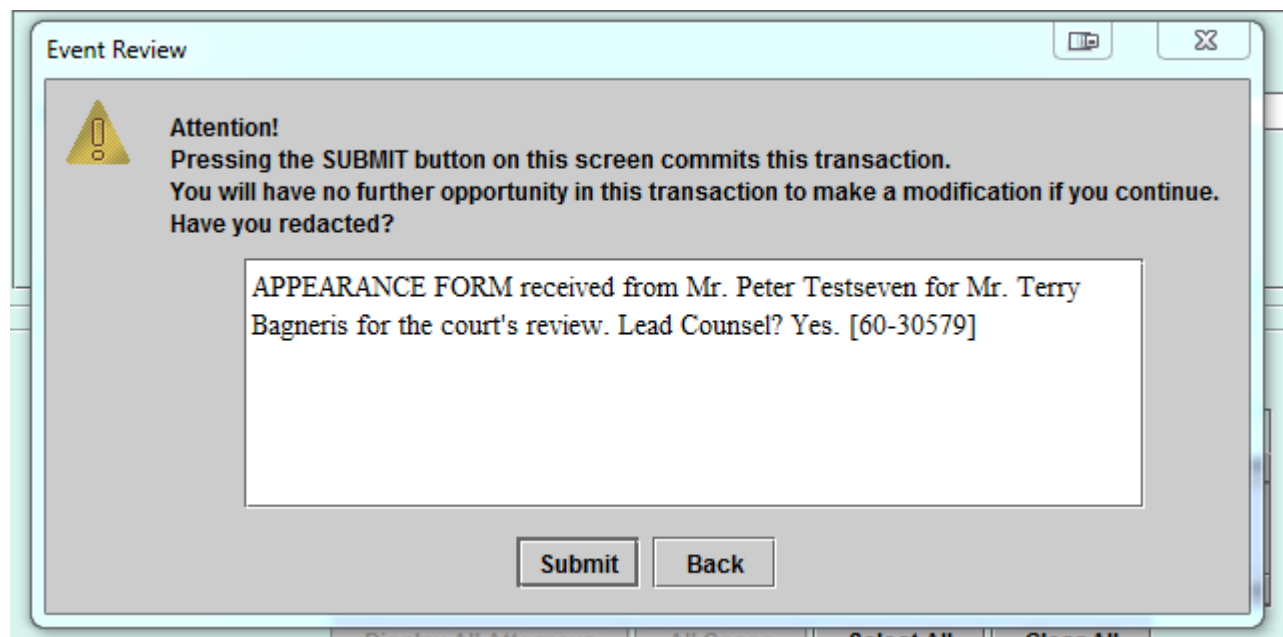
<input type="checkbox"/>	Name	Originate/Party Type	US m...	Fax	Hand	Email	Clerk	3rd pty	
<input checked="" type="checkbox"/>	Bender, Andrew, aty	Appellant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Display All"/> <input type="button" value="Reset"/>
<input checked="" type="checkbox"/>	Herzog, Harry Arthur, aty	Appellee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

14. Preview the Docket Text. Any additional text for this entry may be entered in the blank text field. Click Continue

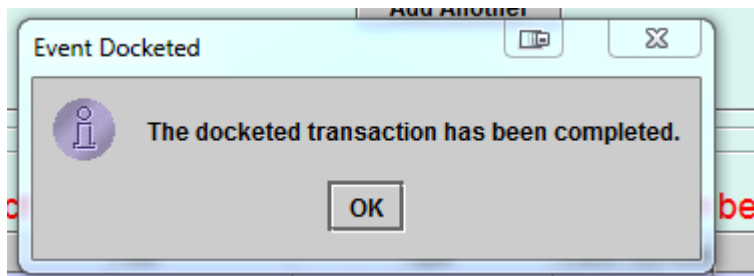


The screenshot shows a window titled "Docket Text" with a light blue header bar. On the left side of the header bar is a green question mark icon. The main content area is a large text box containing the text: "APPEARANCE FORM received from Mr. Peter Testseven for Mr. Terry Bagneris for the court's review. Lead Counsel? Yes. [60-30579]". Below the text box are two buttons: "Continue" and "Back".

15. Click Submit to file your form.



The screenshot shows a window titled "Event Review" with a light blue header bar. On the left side of the header bar is a yellow warning triangle icon. The main content area contains a warning message: "Attention! Pressing the SUBMIT button on this screen commits this transaction. You will have no further opportunity in this transaction to make a modification if you continue. Have you redacted?". Below the message is a text box containing the text: "APPEARANCE FORM received from Mr. Peter Testseven for Mr. Terry Bagneris for the court's review. Lead Counsel? Yes. [60-30579]". Below the text box are two buttons: "Submit" and "Back".



16. Click OK.

If you have no more filing to do, simply Logout.

Please do not stay logged into a case unnecessarily - only one filer may work in a particular case at a time, so as long as you are filing in the case, no other attorneys nor clerk staff can file in that case while you are filing.

